



CITY OF NOVATO
CALIFORNIA

POLICE ADVISORY AND REVIEW BOARD MEETING

Agenda

Thursday, August 3, 2023 – 5:30 PM

City Council Chambers, 901 Sherman Ave.

Board Chair

Frank Drouillard

Vice Chair

Alice Dow

Board Members

Bruce Bartel

Anne Glasscock

Ky Medigovich

William Palmini

Bruce Ritter

The Police Advisory & Review Board welcomes you to attend its meetings which are regularly scheduled four times per year. Your interest is encouraged and appreciated.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at (415) 899-8986. Notification at least 48 hours prior to the meeting will enable the City to make reasonable accommodation to help ensure accessibility to this meeting. The Police Advisory and Review Board may discuss and/or take action on any or all of the items listed on the agenda irrespective of how the agenda items are described.

Public Participation/Comment Instructions

Members of the public may participate and provide comments to the Police Advisory & Review Board as follows:

- **Written public comments** may be submitted by email to hr@novato.org. Written public comments received more than 3 hours prior to the start of the meeting will be distributed to the Police Advisory & Review Board. Written public comment received after the 3 hour deadline, including those received during and after the meeting, will be collected and placed in the public record. Written public comments will not be read during the meeting.

A. CALL TO ORDER AND ROLL CALL

B. APPROVAL OF FINAL AGENDA

C. PUBLIC COMMENT

There is a three-minute time limit to speak, although the Chair may shorten the time based on the number or speakers or other factors. A speaker may not yield their time to another speaker.

For issues raised during Public Comment that are not on the published agenda, except as otherwise proved under the Ralph M. Brown Act, no action can legally be taken. The PARB may direct that the item be referred to Human Resources for action or may schedule the item on a subsequent agenda.

D. CONSENT CALENDAR

All matters listed on the Consent Calendar are considered to be routine and will be enacted by a single vote of the PARB. There will be no separate discussion unless specific items are removed from the Consent Calendar for separate discussion and action. Any PARB member may remove an item from the Consent Calendar and place it under General Business for discussion.

D.1. Approve the meeting minutes of May 4, 2023

E. UNFINISHED AND OTHER BUSINESS

F. GENERAL BUSINESS

F.1. Receive a Presentation on SB2 (Peace Officers: Certification)

F.2. Review of Activity in the School Resource Program

F.3. Review of Department Activity and All Citizen Complaints Filed Since Last Meeting

G. BOARD AND LIASION REPORTS

G.1. Board Member Reports

G.2. Staff Liaison Report

H. ADJOURNMENT

If urgent matters arise after the publication of the regular agenda, there will be an addendum. It will be posted at the referenced locations mentioned in the Affidavit of Posting before the meeting begins.

Materials, that are submitted to members of the PARB after the distribution of the agenda packet, are available for public inspection in the City Clerk's Office, located at 922 Machin Avenue during normal business hours. Such materials shall also be made available on the City of Novato website at novato.org when practical and provided that City staff is able to post those documents prior to the meeting. Also, when non-confidential written materials are distributed to members of the PARB during a public meeting by staff or a member of the PARB, copies shall be made available to members of the public following that meeting.

AFFIDAVIT OF POSTING

I, Greg Canfield, certify that on Monday, July 31, 2023, the agenda was posted on the City Community Service Board at 922 Machin Avenue and on the City's website at novato.org.

/Greg Canfield/

Greg Canfield, Management Analyst II



**CITY OF NOVATO
CALIFORNIA**

POLICE ADVISORY AND REVIEW BOARD

DRAFT MEETING MINUTES

**Thursday, May 4, 2023
5:30 PM**

Council Chambers, 901 Sherman Ave.

A. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Board Member Bruce Bartel.

ROLL CALL: Present: Frank Drouillard, Board Chair
 Alice Dow, Board Vice Chair
 Bruce Bartel, Board Member
 Anne Glasscock, Board Member
 Ky Medigovich, Board Member
 William Palmini, Board Member
 Bruce Ritter, Board Member

Staff Present: Jessica Deakyne, Asst. City Manager
 Beth Johnson, Police Chief
 Sasha D’Amico, Police Captain
 Chris Jacob, Police Lieutenant
 Jessica Collins, HR Manager
 Greg Canfield, Management Analyst II

Absent: None

B. APPROVAL OF FINAL AGENDA

Board Action: Upon motion by Board Member Ritter and seconded by Board Chair Drouillard, the Board voted 7-0 to approve the final agenda.

AYES: Drouillard, Dow, Bartel, Glasscock, Medigovich, Palmini, Ritter
 NOES: None
 ABSENT: None

C. PUBLIC COMMENT

Public comments were provided by the following community members:

1. Eva C.

D. CONSENT CALENDAR

D.1. Approve the meeting minutes from February 2, 2023

Board Action: Upon motion by Board Member Ritter and seconded by Board Chair Drouillard, the Board voted 7-0 to approve the meeting minutes from February 2, 2023.

AYES: Drouillard, Dow, Bartel, Glasscock, Medigovich, Palmini, Ritter
NOES: None
ABSENT: None

E. UNFINISHED AND OTHER BUSINESS

There was no unfinished or other business.

F. GENERAL BUSINESS

F.1. Introduction of New PARB Members

Management Analyst Greg Canfield reported to the Board that there were two new members of the Board, appointed by the City Council at their meeting on Tuesday, April 25, 2023. He introduced Anne Glasscock and William Palmini. Both Board Member Glasscock and Board Member Palmini provided a brief introduction of themselves.

PUBLIC COMMENT:

None

F.2. Election of Chair and Vice Chair

Management Analyst Greg Canfield informed the Board that the terms for the previous Board Chair and Vice Chair had expired on April 30, 2023 and that it would be required of them to nominate and vote on replacements.

The Board started by filling the Board Chair position.

Board Action: Board Member Bartel made a motion to nominate Board Member Drouillard to fill the Board Chair position. Board Member Ritter seconded the motion. The Board voted 6-0-1 to approve the motion.

AYES: Dow, Bartel, Glasscock, Medigovich, Palmini, Ritter
NOES: None
ABSENT: None
ABSTAIN: Drouillard

The Board continued by filling the Board Vice Chair position.

Board Action: Board Member Ritter made a motion to nominate Board Member Dow to fill the Board Vice Chair position. Board Chair Drouillard seconded the motion. The Board voted 6-0-1 to approve the motion.

AYES: Drouillard, Bartel, Glasscock, Medigovich, Palmmini, Ritter
NOES: None
ABSENT: None
ABSTAIN: Dow

PUBLIC COMMENT:

None

F.3. Receive a Presentation on AB481 (Military Equipment Policy)

Captain Sasha D'Amico presented on Assembly Bill 481 (AB481), Military Equipment Funding, Acquisition and Use Policy. Captain D'Amico began by providing background on AB481. She gave information on patrol rifles and less lethal options, Novato's armored rescue vehicle, drones and robots, night vision goggles, and specialized firearms and ammunition. Captain D'Amico relayed information on all 2022 deployments, which included use of the armored rescue van and the Crisis Response Unit. She also communicated that the drone was deployed on four different instances in 2022. There were no complaints in 2022 with regard to use or deployment of Novato's military equipment.

Board Members Palmmini, Ritter, Glasscock, and Chair Drouillard provided Captain D'Amico with questions and comments. Captain D'Amico responded to all questions.

PUBLIC COMMENT:

1. Richard L.
2. Eva C.

F.4. Receive and Discuss a Presentation on the Police Department Complaint Process

Captain Sasha D'Amico presented on the Novato Police Department community complaint process. Captain D'Amico detailed what a complaint is and how they are received by the Department. The investigation of the complaint is preliminarily handled by the Supervisor, then forwarded to the Supervisor's Lieutenant, and the recommendation will be shared with the Captain and Chief. The Chief handles the course of action.

As part of the investigative process, there is an interview with the community member complainant, as well as any employee witnesses

available. Captain D'Amico provided information on the Public Safety Officer Bill of Rights.

Board Members Palmini, Glasscock, Medigovich, Ritter, Vice Chair Dow, and Chair Drouillard provided Captain D'Amico with questions and comments. Captain D'Amico, along with Chief Johnson, responded to all questions.

PUBLIC COMMENT:

1. Eva C.

F.5. Review of Activity in the School Resource Program

Lieutenant Chris Jacob presented on the School Resource Program, introducing everyone to the newly appointed School Resource Officer, Jonathan Antimo. Officer Antimo will begin his appointment in July of 2023. Lieutenant Jacob updated the Board on activities occurring in 2022. He also reported on what will be happening with the School Resource Program moving into 2023.

Board Members Palmini, Medigovich, Bartel, Vice Chair Dow, and Chair Drouillard provided Lieutenant Jacob with questions and comments. Lieutenant Jacob, along with Chief Johnson, responded to all questions.

PUBLIC COMMENT:

1. Richard L.
2. Eva C

F.6. Review of Department Activity and All Citizen Complaints Filed Since Last Meeting

Chief Johnson relayed that there were 3 citizen complaints since the last meeting in February. The complaints were based in bias, discourtesy, neglect of duty, discrimination, unlawful arrest, unreasonable use of force, etc. Complaints 1 and 2 were exonerated. Complaint 3 contained dispositions of exonerated or unfounded, except for one complaint against an officer of verbal discourtesy was sustained.

Chief Johnson also noted that NPD had participated in several community events such as the San Ramon Girl Scout Tour, NPD Awards Ceremony, Read Across America Day, Coffee with NPD, National Public Safety Telecommunicators Week, Special Needs Safety Event, and Western Oaks HOA Safety Event. She also reported on the start of the Spanish Language Community Academy.

Board Members Palmini and Ritter provided Chief Johnson with questions and comments. Chief Johnson responded to all questions.

PUBLIC COMMENT:

None

G. COMMITTEE AND LIAISON REPORTS

G. 1. Board Member Reports

Board Chair Drouillard inquired further about the Citizens Academy and confirmed with Chief Johnson that it would be starting in the Fall.

Board Vice Chair Dow had no report.

Board Member Bartel had no report.

Board Member Glasscock had no report.

Board Member Medigovich participated in the interview process for the School Resource Officer appointment. She also commented on the video regarding Policing in Marin provided by the Marin Coalition Forum.

Board Member Palmini had no report.

Board Member Ritter stated that any Board Member that has not had the opportunity to participate in Citizens Academy should certainly take advantage of the opportunity. He also requested from the Chief that when the annual Novato PD awards and promotion ceremony occurs that they let the Board know so that they might attend.

G.2. Staff Liaison Report

None

H. ADJOURNMENT

Board Member Ritter motioned to adjourn. Board Member Glasscock seconded the motion. Meeting adjourned at 7:22 p.m.